



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Senior Procurement Specialist
3	Posting Number	PN# 109492
4	Department	Houston Airport System
5	Division	Technical Services
6	Section	Contracts
7	Reporting Location	4500 Will Clayton Parkway *
8	Workdays & Hours	Varied, normally M-F *
*Subject to change		
9	DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS Coordinates various procurement activities such as specifications development within Technical Services for a wide range of high technology goods and services, and maintenance service contracts in accordance with procurement requirements. Ensures balance between services required and dollars expended. Participates in bid reviews, represents the Houston Airport System through the bid process, and produces bid award recommendations in accordance with purchasing mandates. Performs final review of bid documents and handles complex procurement packages. Assists with maintaining computerized specifications to standardize contract language. Heavy interaction with aviation and city employees, vendors, and service representatives.	
10	WORKING CONDITIONS Performing these duties will involve standing; walking and sitting for extended periods of time. Observing and differentiating colors and details; reasoning and analyzing abstract information; solving arithmetic and numerical problems; speaking and writing effectively; using computer and other office equipment; work is substantially complex and varied and requires the interpretation of detailed technical, financial and regulatory data. Analytic ability is needed to gather and interpret data where answers can be found only after careful analyses of specialized information; working as a member of a team and operating a city vehicle and able to lift up to twenty (20) pounds. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.	
11	MINIMUM EDUCATIONAL REQUIREMENTS Bachelor's degree in Business Administration, Material Management, Engineering, Purchasing or a field closely related to the type of work being performed.	
12	MINIMUM EXPERIENCE REQUIREMENTS Six (6) years of progressively responsible professional experience in purchasing technical materials, equipment and/or services or performing cost benefit and/or specification analyses are required. Professional purchasing experience may be substituted for the above education requirement on a year-for-year basis.	
13	MINIMUM LICENSE REQUIREMENTS Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).	
14	PREFERENCES Preference will be given to applicants with experience in developing and producing technical specifications for high technology items, and/or maintenance service contracts. Computer skills using Microsoft Office. Ability to communicate effectively, both orally and in writing, and to maintain cooperative working relationships with management and outside vendors and agencies.	
15	SELECTION/SKILLS TEST REQUIRED	Application review and/or interview.
16	SAFETY IMPACT POSITION	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 27 \$2,000.00 - \$2,100.00 Biweekly \$52,000.00 - \$54,600.00 Annually</div>	
18	OPENING DATE	MARCH 22, 2006
19	CLOSING DATE	OPEN UNTIL FILLED
20	APPLICATION PROCEDURES Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor or for advanced consideration submit online at: http://agency.governmentjobs.com/houstonair/default.cfm . Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. "If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.	
An equal opportunity employer		